

# EXHIBITOR SERVICE MANUAL

Your company is exhibiting at the 2015 ARPA-E Energy Innovation Summit.  
Please direct this Exhibitor Service Manual to the person who is in charge of your company's display.



## energy innovation summit

February 9-11, 2015

Gaylord Convention Center , Washington, D.C.



## General Information

### PARTNER PAVILION BOOTH EQUIPMENT

Each 10'x10' booth will be set with 8' high silver, white & expo green back drape, 3' high silver side dividers, and a 7"x 44" one-line identification sign. Additional furnishings can be ordered directly from the exhibitor service manual.

### TECHNOLOGY SHOWCASE BOOTH EQUIPMENT

Each 10'x10' booth will be set with 8' high blue, silver & white back drape, 3' high blue side dividers, one (1) wastebasket, and a 7"x 44" one-line identification sign.

Technology Showcase exhibitors have a choice between:

1. (1) 6' blue skirted table and (2) folding chairs
2. (1) 4'x8' poster board and (1) folding chair
3. (2) easels and (1) folding chair

**This choice must be made in the eventPower exhibitor portal. If not, the default is a 6' table and 2 chairs.**

**Note:** There are no table/chair substitutions. Any furnishings, other than provided, are to be ordered through Heritage.

**POSTER AREA EQUIPMENT-** Each 4'x8' poster will be set in the designated area.

### Exhibit Hall Carpet

The exhibit area is carpeted in gray with black specks. To enhance the appearance of your booth, rental carpet is available through Heritage Exposition Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

### Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Monday, January 26<sup>th</sup>, 2015.

### Shipments to Advance Warehouse Deadline Date

To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, February 2<sup>nd</sup>, 2015.

### Show Schedule

#### Exhibitor Move-In

Monday February 9<sup>th</sup> 1:00 p.m. - 8:00 p.m.

#### Exhibit Hours

Tuesday February 10<sup>th</sup> 7:30 a.m. - 9:30 a.m.  
12:00 p.m. - 3:30 p.m.  
5:00 p.m. - 7:30 p.m.

Wednesday February 11<sup>th</sup> 7:30 a.m. - 9:30 a.m.  
12:30 p.m. - 2:30 p.m.

#### Exhibitor Move-Out

Wednesday February 11<sup>th</sup> 3:00 p.m. - 8:00 p.m.

- **No early break down is allowed without prior agreement with eventPower; eventPower will assess a \$1,000 fine for any company breaking down before 3:00 p.m., Wednesday, February 11<sup>th</sup>.**
- Empty crates and containers will begin being returned at 3:00 p.m., Wednesday, February 11<sup>th</sup>.
- All carriers must check-in no later than 6:00 p.m. on Wednesday, February 11<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 6:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

### Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

### Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

### We Appreciate Your Business

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (Please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ V- Code \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_

(3 – 4 Digit # On Back of Card or Front of AMEX)

Charge to: \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET ..... \$ \_\_\_\_\_  
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required)..... \$ \_\_\_\_\_  
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE..... \$ \_\_\_\_\_  
ESTIMATED LABOR (Credit Card Required)..... \$ \_\_\_\_\_  
RENTAL UNITS..... \$ \_\_\_\_\_  
BOOTH CLEANING ..... \$ \_\_\_\_\_  
SIGN SERVICE ..... \$ \_\_\_\_\_

**Please note:** In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

NAME OF CONVENTION **DOE ARPA-e 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

CC-REC

Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	Plastic Side Chair (White).....	72.10	93.75	
F50	Padded Sled Base Chair (Gray).....	94.10	122.35	
F9	Padded Chair (Gray) .....	94.10	122.35	
F10	Padded Arm Chair (Gray) .....	102.00	132.60	
F20	Custom Padded Arm Chair.....	120.50	156.65	
F30	Padded High Stool (Gray).....	115.20	149.75	
F40	Custom Padded High Stool.....	151.25	196.65	
LC01	Leather Couch.....	495.00	643.50	
LC02	Leather Chair .....	310.00	406.00	
	30" Diameter Pedestal Table (Gray) .....	181.15	235.50	
F80	<input type="checkbox"/> 18" High			
F90	<input type="checkbox"/> 30" High			
F100	<input type="checkbox"/> 42" High			

### CARPET

C10	9' X 10' .....	191.70	249.25	
C20	9' X 20' .....	376.40	489.35	
C30	9' X 30' .....	562.85	731.70	
C40	9' X 40' .....	756.35	983.25	
C50	9' X _____ Per 10' increment.....	191.70	249.25	

### AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 \_\_\_\_\_' X \_\_\_\_\_' per sq. ft. (100 sq. ft. min.) 3.25 4.20

COLORS: ☐ BLUE ☐ GRAY ☐ BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

### PADDING AND VISQUEEN (90 sq. ft. min.)

C70	' X _____' Carpet padding/per sq. ft.....	1.60	2.05	
C80	' X _____' Visqueen covering/per sq. ft.....	95	1.25	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	4' Table – 30" high .....	130.15	169.20	
F120	6' Table – 30" high .....	156.55	203.50	
F130	8' Table – 30" high .....	182.95	237.80	
F140	4' Table – 42" Counter high.....	161.80	210.35	
F150	6' Table – 42" Counter high.....	188.50	244.65	
F160	8' Table – 42" Counter high.....	214.60	278.95	
F170	4th side table drape .....	54.55	70.90	

COLORS: ☐ SILVER ☐ BLACK ☐ WHITE ☐ BLUE

### UNDRAPED DISPLAY TABLE

F190	4' Table – 30" high .....	83.55	108.60	
F200	6' Table – 30" high .....	102.00	132.60	
F210	8' Table – 30" high .....	121.35	157.80	
F220	4' Table – 42" Counter high.....	90.60	117.75	
F230	6' Table – 42" Counter high.....	107.30	139.50	
F240	8' Table – 42" Counter high.....	131.05	170.35	

### TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

F250	4' Long riser .....	57.50	74.75	
F260	6' Long riser .....	70.70	91.90	
F270	8' Long riser .....	85.50	111.15	

### SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.....	17.60	22.85	
F290	8' H. Background/per ft.....	19.35	25.15	

COLORS: ☐ SILVER ☐ BLACK ☐ WHITE ☐ BLUE

\*Show colors will be given when color is not selected.

6% Tax \_\_\_\_\_

TOTAL ORDER \_\_\_\_\_

NAME OF CONVENTION **DOE ARPA-e 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

(PLEASE PRINT)

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FC-H



# Chairs/Carpet

## Chairs



F60



F50



F9



F10



F30



F20



F40



F75

## Furniture

F60 Plastic Side Chair, White  
F50 Padded Sled Base Chair, Gray  
F9 Padded Chair, Gray  
F10 Padded Arm Chair, Gray  
F30 Padded High Stool, Gray  
F20 Padded Arm Chair, Custom  
F40 Padded High Stool, Custom  
F75 Executive Chair

## Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

# Display Tables

## Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

## Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

## Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F80



F90



F100



Gray



Black



White



Blue



F190  
F220



F110  
F140



F200  
F230



F120  
F150



F210  
F240



F130  
F160

Remit To:

## HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

ACCESSORIES/DISPLAY  
RENTAL ORDER FORM

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>				
A10	Wastebasket.....	25.35	32.95	
A20	Tripod Easels.....	42.20	54.90	
D250	Chrome Sign Holder.....	155.65	202.35	
A30	Chrome Stanchion.....	31.65	41.15	
A40	Velour Rope 6' Black.....	31.65	41.15	
A50	Coat Tree.....	91.80	119.35	
A60	Chrome Bag Rack.....	91.80	119.35	
A70	Literature Rack.....	179.40	233.25	
A80	Garment Rack 5'.....	98.50	128.05	
A90	2 Way Straight Arm Rack.....	135.10	175.60	
A100	4 Way Slant Arm Rack.....	151.25	196.65	
A106	Raffle Ticket Drum.....	80.00	104.00	
A107	Fishbowl.....	25.00	32.50	
A110	6' Tensabarrier.....	143.55	186.60	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DISPLAY</b>				
D10	Pegboard Panels (4'x8').....	253.30	329.25	
D11	Pegboard 6" Single Hook.....	14.30	18.59	
D12	Pegboard 8" Single Hook.....	16.70	21.71	
D20	Tackboard Panels (4'x8').....	189.95	246.95	
	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.			
D31	Fabric Impact Panel 1 Meter x 8.....	464.40	603.72	
D40	Gridwall 2'x8' Black.....	173.10	225.00	
D60	Gridwall 6" Single Hook.....	14.30	18.59	
D70	Gridwall 8" Single Hook.....	16.70	21.71	
D50	Slatwall 1 Meter x 8.....	232.20	301.85	
D120	Slatwall Waterwalls Hooks.....	38.00	49.40	
D121	Slatwall 8" Bracket.....	16.70	21.71	
D130	Shelf 1 meter wide.....	63.00	82.30	
D220	Arm Light.....	56.30	73.15	
D140	4' Full View Showcase.....	559.35	727.15	
D150	6' Full View Showcase.....	601.55	782.00	
D160	4' Quarter View Showcase.....	474.90	617.40	
D170	6' Quarter View Showcase.....	534.70	695.15	
MD20	Display Counter 1 Meter.....	591.00	768.30	
MD10	Display Counter 2 Meter.....	826.70	1,074.70	
MD22	Curved Counter 1 Meter.....	650.10	845.13	
MD30	Display Cabinet 2 Meter.....	591.00	768.30	

6% Tax \_\_\_\_\_  
**TOTAL ORDER** \_\_\_\_\_

NAME OF CONVENTION **DOE ARPA-e 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

(PLEASE PRINT)

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FC-H

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A80



A110



A106



A107

## Accessories:

A10 Wastebasket  
A20 Tripod Easel  
D250 Chrome Sign Holder  
A30 Chrome Stanchion  
A40 Velour Rope 6' Black  
A50 Coat Tree  
A60 Chrome Bag Rack

A70 Literature Rack  
A80 Garment Rack 5'  
A90 2 Way Straight Arm Rack  
A100 4 Way Slant Arm Rack  
A110 6' Tensabarrier  
A106 Raffle Ticket Drum  
A107 Fishbowl

# Display



D10



D50



D40



D31



D11  
D12



D121



D60  
D70



D130



D220



D120



D140  
D150 (Shown)



D160  
D170 (Shown)



D20  
D30 (Shown)



MD30



MD20 (Shown)  
MD21



MD22

## Display

D10 Pegboard Panels 4'x8' Vertical  
D50 Slatwall 1 Meter x 8'  
D40 Gridwall 2'x8'  
D31 Fabric Impact Panel 1 Meter x 8'  
D11 Pegboard 6' Single Hook

D12 Pegboard 8' Single Hook  
D121 Slatwall 8' Bracket  
D60 Gridwall 6' Single Hook  
D70 Gridwall 8' Single Hook  
D130 Shelf 1 meter wide x 12' deep  
D220 Arm Light

D120 Slatwall Waterwalls Hooks  
D140 4' Full View Showcase  
D150 6' Full View Showcase  
D160 4' Quarter View Showcase  
D170 6' Quarter View Showcase  
D20 Vertical Tackboard

D30 Horizontal Tackboard  
MD30 Display Cabinet 1 Meter  
MD20 Display Counter 1 Meter  
MD21 Display Counter 2 Meter  
MD22 Curved Counter 1 Meter





TRADE SHOW FURNISHINGS 2015  
**Product Catalog**

**HERITAGE**  
EXPOSITION SERVICES



# PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

## ROMA



CHR003



SFA003

## MIRABEL



CHR001



SFA001

## ALLEGRO



CHR002



SFA002

## KEY WEST



OCB



LSM



SOM

## SOUTH BEACH



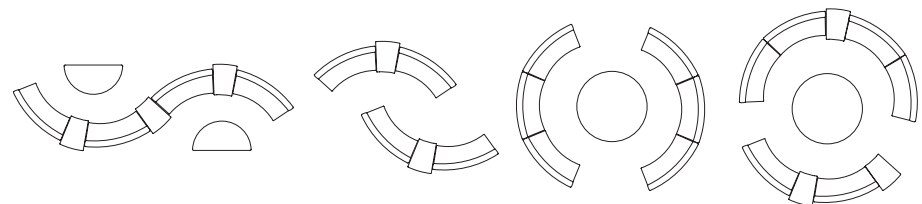
OTS

SO1



SO2

Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008

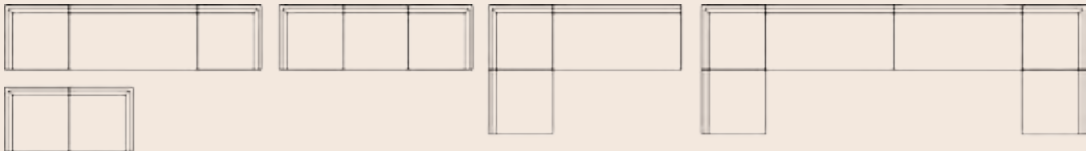


HCH08



HEA08

Suggested Uses of Heathrow



## SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

## LOVESEATS



LSM



NPLLOV

### SOFAS & SECTIONALS

**HEA08 Heathrow Sofa**  
Black Vinyl  
48"L 24"D 28"H

**SO1 South Beach Sofa**  
Platinum Suede  
69"L 29"D 33"H

**SFA001 Mirabel Sofa**  
Brown Leather  
76"L 35"D 32"H

**SFA002 Allegro**  
Blue Fabric  
73"L 34.5"D 30"H

**NPLSOF Naples Sofa**  
Black Vinyl  
87"L 30"D 28"H

**TANSOF Tangiers Sofa**  
Beige Textured  
78"L 37"D 36"H

**SOM Key West Sofa**  
Black  
85"L 35"D 33"H

**SFA003 Roma**  
White Vinyl  
78"L 31"D 33"H

**HS008 Heathrow 3 pc. Sectional**  
Black Vinyl  
72"L 48"D 28"H

**SO2 South Beach 3 pc. Sectional**  
Platinum Suede  
152"L 40"D 33"H

### LOVESEATS

**LSM Key West Loveseat**  
Black  
57"L 35"D 33"H

**NPLLOV Naples Loveseat**  
Black Vinyl  
62"L 30"D 28"H

# CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

# OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

# MEETING CHAIRS



OCMESP



OCMTAU

## CLUB CHAIRS

**CHR003 Roma Chair**  
White Vinyl  
37"L 31"D 33"H

**CHR001 Mirabel Chair**  
Brown Leather  
36"L 35"D 32"H

**CHR002 Allegro Chair**  
Blue Fabric  
36"L 34.5"D 30"H

**NPLCHR Naples Chair**  
Black Vinyl  
36"L 30"D 28"H

**TANCHR Tangiers Chair**  
Beige Textured  
34"L 37"D 36"H

**OCB Key West  
Tub Chair**  
Black  
31"L 31"D 31"H

**HCH08 Heathrow Chair**  
Black Vinyl  
24"L 24"D 28"H

**HC008 Heathrow  
Corner Chair**  
Black Vinyl  
24"L 24"D 28"H

## OCCASIONAL CHAIRS

**SWAN Swanson Swivel  
Chair**  
White Vinyl  
28"L 25"D 18"H

**OCA T-Vac Chair**  
Translucent, Chrome  
25"L 23"D 30"H

**OCH Madrid Chair**  
Black Leather  
30"L 30"D 31"H

**BCW Madrid Chair**  
White Leather  
30"L 30"D 31"H

**CCE Ice Chair**  
Transparent, Chrome  
17.25"L 20"D 32"H

**LABREA La Brea Swivel  
Chair**  
Charcoal Gray, Fabric  
35"L 27"D 40"H

**MADGRY Madden  
Arm Chair**  
Light Gray, Vinyl  
27"L 32"D 33"H

## MEETING CHAIRS

**OCMESP Meeting Chair**  
Espresso Leather  
25.5"L 23.5"D 34"H

**OCMTAU Meeting  
Chair**  
Taupe Fabric  
25.5"L 23.5"D 34"H

# OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

## OTTOMANS

**BNO08 Bench Ottoman**  
Black Vinyl  
60"L 20"D 18"H

**BN075 Bench Ottoman**  
White Vinyl  
60"L 20"D 18"H

**END02B Endless Square Ottoman**  
Black  
34"L 34"D 15"H

**END02W Endless Square Ottoman**  
White  
34"L 34"D 15"H

**SAL Sally Stool**  
White  
12" Round 17"H

**OSC Milano Cube**  
White Leather  
17"L 17"D 18"H

**OTH Milano Cube**  
Black Leather  
17"L 17"D 18"H

**PUZ2SW Puzzle Bench Ottoman**  
White  
48"L 24"D 18"H

**CUBL20 Edge LED Cube Ottoman**  
White Plastic  
20"L 20"D 20"H

**Vibe Cube Ottoman**  
Waterproof  
18"L 18"D 18"H  
**VIB05** Yellow Vinyl  
**VIB06** Gold/Bronze Vinyl  
**VIB07** Beige Vinyl  
**VIB08** Orange Vinyl  
**VIB01** Green Vinyl  
**VIB02** Blue Vinyl  
**VIB03** Pink Vinyl  
**VIB04** Red Vinyl

**OTS South Beach Wedge Ottoman**  
Platinum Suede  
25"L 31"D 18"H

**OTK Half Round Ottoman**  
Black Leather  
72"L 36"D 17"H

**OTL Half Round Ottoman**  
White Leather  
72"L 36"D 17"H

**CCB Circle Ottoman**  
Black Leather  
72"L 72"D 17"H

**CCW Circle Ottoman**  
White Leather  
72"L 72"D 17"H

**CCZ Circle Ottoman**  
Black, White Leather  
72"L 72"D 17"H

# GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

## GROUP SEATING

**RSTDIN Rustique Chair with arms**  
Gunmetal  
20"L 18"D 31"H

**DUET Duet Chair**  
Black, Chrome  
21"L 23"D 33"H

**CS8 Berlin Chair**  
Black  
18"L 22"D 32"H

**CS9 Berlin Chair**  
Red  
18"L 22"D 32"H

**SC4 Jetson Chair**  
Black  
19"L 18"D 31"H

**SC1 New York Chair**  
Black, Maple  
18"L 17"D 34"H

**XCHR Christopher Chair**  
White Vinyl, Chrome  
17"L 19"D 35"H

**SC9 Panton Chair**  
White  
20"L 24"D 33"H

**SC10 Razor Chair**  
White  
15.38"L 15.5"D 30.5"H

**CH002 Wendy Chair**  
Clear Acrylic  
15"L 20"D 36"H

**SCF Fusion Chair**  
Black, White  
19"L 21"D 32"H

**SCC Fusion Chair**  
Clear, White  
19"L 21"D 32"H

**SCE Fusion Chair**  
Red, White  
19"L 21"D 32"H

**SCD Fusion Chair**  
Green, White  
19"L 21"D 32"H

**SC8 Flex Chair with wheels**  
24"L 22"D 31"H

**SC3 Brewer Chair**  
Onyx, Black  
20"L 20"D 32"H

**XC3 Luxor Guest Chair**  
Black Leather  
27"L 28"D 40"H

**XC6 Altura Guest Chair**  
Black Crepe  
25"L 20"D 34"H

**CO4 Iso Mesh Chair**  
Black  
26"L 24"D 38"H



## COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

## SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

### COCKTAIL TABLES

**COLI Oliver Cocktail Table**  
Walnut Finish  
47"L 27"D 19"H

**C1E Silverado Cocktail Table**  
Glass, Chrome  
36" Round 17"H

**C1D Soho Cocktail Table**  
Espresso, Metal  
38"L 38"D 18.5"H

**C1K Inspiration Cocktail Table**  
Glass, Brushed Steel  
42"L 28"D 18"H

**C1F Geo Cocktail Table**  
Glass, Black  
50"L 22"D 16"H

**C1C Geo Cocktail Table**  
Glass, Chrome  
50"L 22"D 16"H

**C1W Sydney Cocktail Table**  
White, Brushed Steel  
48"L 26"D 18"H

**C1Y Sydney Cocktail Table**  
Black, Brushed Steel  
48"L 26"D 18"H

### END TABLES

**TMBTBL Timber Table**  
Wood  
16" Round 17"H

**NEMSAC Mosaic Tables, Set of 3**  
12"L 14"D 16"H  
16.5"L 15"D 18"H  
20.5"L 16"D 20"H

**ETBL E Table**  
Wood  
21"L 15.5"D 27.5"H

**AURA Aura Round Table**  
White Metal  
15" Round 22"H

**EOLI Oliver End Table**  
Walnut Finish  
22" Round 22"H

**E1E Silverado End Table**  
Glass, Chrome  
24" Round 22"H

**E1D Soho End Table**  
Espresso, Metal  
26"L 26"D 27"H

**E1K Inspiration End Table**  
Glass, Brushed Steel  
24"L 28"D 22"H

**E1F Geo End Table**  
Glass, Black  
26"L 26"D 20"H

**E1C Geo End Table**  
Glass, Chrome  
26"L 26"D 20"H

**CDYTB Candy Table**  
White/Black Top  
18"L 18"D 18"H

**E1W Sydney End Table**  
White, Brushed Steel  
27"L 23"D 22"H

**E1Y Sydney End Table**  
Black, Brushed Steel  
27"L 23"D 22"H

**CUBTBL Edge LED Cube Table**  
Plexi Top, White Plastic  
20"L 20"D 20"H

# CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6  
8'-CC7  
10'-CC8



6'-CT06GR  
8'-C508GR  
10'-CT10GR



CC5



CB1



CONF42

# SAMPLE CONFERENCE SETS



## CONFERENCE TABLES

**CG1 Manhattan Table**  
Glass, Black  
42" Round 29"H

**CF2 Geo Table, Rectangular**  
Glass, Black  
60"L 36"D 29"H

**CE2 Geo Table, Rectangular**  
Glass, Chrome  
60"L 36"D 29"H

**OCT6W Nova Oval Table**  
White, Silver Powder  
Coated Legs  
71"L 36"D 29"H

**CE1 Geo Table, Rounded Square**  
Glass, Chrome  
42"L 42"D 29"H

**CF1 Geo Table, Rounded Square**  
Glass, Black  
42"L 42"D 29"H

**CB2 Table**  
6' Graphite Nebula  
72"L 42"D 29"H

**MERLIN Merlin Multi Use Table**  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3 Work Table**  
White Laminate, White  
48"L 24"D 30"H

**CB3 Table**  
8' Graphite Nebula  
96"L 48"D 29"H

**CD2 Table**  
6' Gray Nebula  
72"L 42"D 29"H

**CD3 Table**  
8' Gray Nebula  
96"L 48"D 29"H

**CC6 Table**  
6' Mahogany  
72"L 36"D 29.5"H

**CC7 Table**  
8' Mahogany  
96"L 48"D 29.5"H

**CC8 Table**  
10' Mahogany  
120"L 48"D 29.5"H

**CT06GR Table**  
6' Granite  
72"L 36"D 29"H

**C508GR Table**  
8' Granite  
96"L 44"D 29"H

**CT10GR Table**  
10' Granite  
120"L 46"D 29"H

**CC5 Table**  
Mahogany  
42" Round 29"H

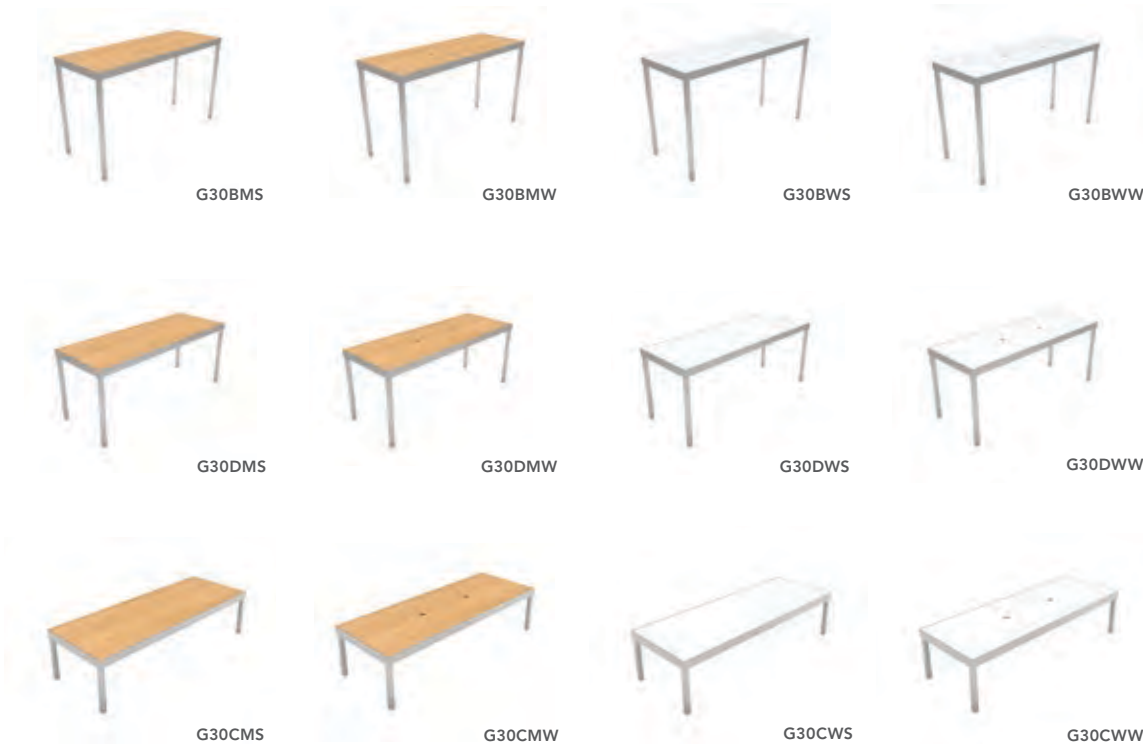
**CB1 Table**  
Graphite Nebula  
42" Round 29"H

**CONF42 Table**  
White Laminate  
42" Round 29"H

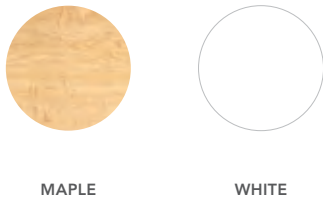
# EXECUTIVE CHAIRS



# G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



# TABLE TOP OPTIONS



## EXECUTIVE CHAIRS

**PROEXE Pro Executive Chair**  
White Classic Vinyl  
27.5"L 27.5"D 45.7"H  
Adjustable

**XC2 Luxor Executive Chair**  
Mid Back, Black Leather  
27"L 28"D 41"H  
Adjustable

**XC1 Luxor Executive Chair**  
High Back, Black Leather  
27"L 28"D 47"H  
Adjustable

**XC5 Altura Executive Chair**  
Mid Back, Black Crepe  
25"L 25"D 37"H  
Adjustable

**XC4 Altura Executive Chair**  
High Back, Black Crepe  
25"L 25"D 43"H  
Adjustable

**OTO Perth Chair**  
High Back, Black  
23"L 21"D 43"H  
Adjustable

## BAR TABLES

**G30BMS Bar Table**  
Maple Top  
72"L 26"D 42"H

**G30BMW Bar Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 42"H

**G30BWS Bar Table**  
White Top  
72"L 26"D 42"H

**G30BWW Bar Table**  
with Grommet Holes,  
White Top  
72"L 26"D 42"H

## CAFÉ TABLES

**G30DMS Café Table**  
Maple Top  
72"L 26"D 30"H

**G30DMW Café Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 30"H

**G30DWS Café Table**  
White Top  
72"L 26"D 30"H

**G30DWW Café Table**  
with Grommet Holes,  
White Top  
72"L 26"D 30"H

## COCKTAIL TABLES

**G30CMS Cocktail Table**  
Maple Top  
72"L 26"D 18"H

**G30CMW Cocktail Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 18"H

**G30CWS Cocktail Table**  
White Top  
72"L 26"D 18"H

**G30CWW Cocktail Table**  
with Grommet Holes,  
White Top  
72"L 26"D 18"H

# BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD

## BARSTOOLS

**RSTSTL Rustique Barstool**  
Gunmetal  
13"L 13"D 30"H

**BS001 Shark Barstool**  
White, Chrome  
22"L 19"D 34–44"H

**BS002 Zoey Barstool**  
White, Chrome  
15"L 16"D 26–30.5"H

**BS003 Zoey Barstool**  
Black, Chrome  
15"L 16"D 26–30.5"H

**ROLLRD Lift Barstool**  
Red Vinyl  
15" Round  
23–33.5"H Adjustable

**ROLLGY Lift Barstool**  
Gray Vinyl  
15" Round  
23–33.5"H Adjustable

**ROLLWH Lift Barstool**  
White Vinyl  
15" Round  
23–33.5"H Adjustable

**ROLLBL Lift Barstool**  
Black Vinyl  
15" Round  
23–33.5"H Adjustable

**BSN Jetson Barstool**  
Black  
18"L 19"D 29"H

**BCE Ice Barstool**  
Transparent, Chrome  
16"L 14"D 33"H

**BSS Banana Barstool**  
Black, Chrome  
21"L 22"D 30"H

**BST Banana Barstool**  
White, Chrome  
21"L 22"D 30"H

**BSL Gin Barstool**  
Maple, Chrome  
16"L 16"D 29"H

**BSC Oslo Barstool**  
White  
17"L 20"D 30"H

**BSD Oslo Barstool**  
Blue  
17"L 20"D 30"H

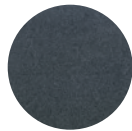
## BAR TABLES



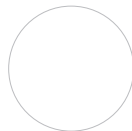
## TABLE TOP OPTIONS



MAPLE



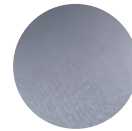
GRAPHITE NEBULA



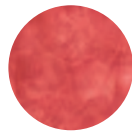
WHITE LAMINATE



MAHOGANY



SILVER TEXTURED



BRUSHED RED



BRUSHED BLUE

### BAR TABLES

#### Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTG Silver Textured Top

VTB Brushed Red Top

VTC Brushed Blue Top

#### Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTW White Laminate Top

#### Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTS Silver Textured Top

WTB Brushed Red Top

WTC Brushed Blue Top

#### Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTW White Laminate Top





## CAFÉ TABLES



## SAMPLE BAR TABLE SETS



### CAFÉ TABLES

#### Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTG Silver Textured Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

#### Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTQ White Laminate Top

#### Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHSC Mahogany Top

XTS Silver Textured Top

XTB Brushed Red Top

XTC Brushed Blue Top

#### Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTR White Laminate Top





TRAINING ROOM



MERLIN



WD3

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36" – PDL36W  
42" – PDL42W



BC6



BC7



36" – PDL36B  
42" – PDL42B



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

**MERLIN Merlin Multi Use Table**  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3 Work Table**  
White Laminate, White  
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

**Plastic Pedestal**  
Black  
**PMB36** 24"L 24"D 36"H  
**PMB42** 24"L 24"D 42"H

**PDL Locking Door Pedestal**  
Black  
24"L 24"D 42"H

**Powered Locking Pedestal**  
White  
**PDL36W**  
24"L 24"D 36"H  
**PDL42W**  
24"L 24"D 42"H

**BC6 Bookcase**  
Mahogany  
36"L 13"D 71"H

**BC7 Bookcase**  
Granite  
36"L 13"D 71"H

**Powered Locking Pedestal**  
Black  
**PDL36B**  
24"L 24"D 36"H  
**PDL42B**  
24"L 24"D 42"H

**ET2 Etagere**  
Black  
30"L 16"D 70"H

**ET1 Etagere**  
Pewter  
30"L 16"D 70"H

UTILITY CHAIRS

**SY1 Altura Steno Chair**  
Black Crepe  
25"L 26"D 21"H

**DF1 Altura Drafting Stool**  
Black Crepe  
25"L 26"D 34"H

# DESKS & CREDENZAS



# FILES



# FRIDGES



## DESKS & CREDENZAS

**JD6 Executive Desk**  
Mahogany  
60" L 30" D 29" H

**JD7 Executive Desk**  
Granite  
60" L 30" D 29" H

**CR6 Credenza**  
Mahogany  
72" L 24" D 29" H

**CR7 Credenza**  
Granite  
72" L 24" D 29" H

## FILES

**VF4 Vertical File**  
4 Drawer  
27" L 19" D 52" H

**VF2 Vertical File**  
2 Drawer  
27" L 19" D 28" H

**L26 Lateral File**  
Mahogany  
36" L 20" D 29" H

**L27 Lateral File**  
Granite  
36" L 20" D 29" H

## FRIDGES

**R1R Refrigerator**  
White  
14.0 cubic feet  
28" L 28" D 64" H

**R1Q Refrigerator**  
White  
4.0 cubic feet  
20" L 22" D 33" H

# MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR



TBSTDW



TBSTND

# LAMPS



LA15



LA14

# LIGHTED PRODUCTS



CUBL20



CUBTBL

LED color guide



## MOBILE TABLE STAND ACCESSORIES

**TBBCHR Brochure  
Holder**  
Black  
8.625"L 1.1"D 11.325"H

**TBSHLF Charging Shelf**  
Black  
14.85"L 7.17"D 1"H

**TBPNTR Wireless Printer  
Holder**  
Black  
3.3"L 1.9"D 5.28"H

## MOBILE TABLE STANDS

**TBSTDW Mobile  
Tablet Stand**  
White  
14"L 13"D 44.5"H

**TBSTND Mobile  
Tablet Stand**  
Black  
14"L 13"D 44.5"H

## LAMPS

**LA15 Mason Floor Lamp**  
Brushed Silver  
18" Round 55"H

**LA14 Mason Table Lamp**  
Brushed Silver  
16" Round 26"H

## LIGHTED PRODUCTS

**CUBL20 Edge  
LED Cube Ottoman**  
White Plastic  
20"L 20"D 20"H

**CUBTBL Edge LED  
Cube Table**  
Plexi Top, White Plastic  
20"L 20"D 20"H

BARS



Suggested Uses of Martini Bar



BARS

**BRC Martini Bar Circle**  
Comprised of three  
**BR1 Martini Bars**  
100"L 100"D 45"H

**BR1 Martini Bar**  
67"L 22"D 45"H

# Specialty Furniture Order Form

CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BCW		Chair	Madrid Chair	\$623.00	
CCE		Chair	Ice Chair	\$206.00	
CH002		Chair	Wendy Chair	\$111.00	
CHR001		Chair	Mirabel Chair	\$461.00	
CHR002		Chair	Allegro Chair	\$461.00	
CHR003		Chair	Roma Chair	\$511.00	
CO4		Chair	Iso Mesh Chair	\$275.00	
CS8		Chair	Berlin Chair	\$118.00	
CS9		Chair	Berlin Chair	\$118.00	
DF1		Chair	Altura Drafting Stool	\$286.00	
DUET		Chair	Duet Chair	\$61.00	
HC008		Chair	Heathrow Corner Chair	\$523.00	
HCH08		Chair	Heathrow Chair	\$486.00	
LABREA		Chair	La Brea Swivel Chair	\$386.00	
MADGRY		Chair	Madden Arm Chair	\$398.00	
NPLCHR		Chair	Naples Chair	\$548.00	
OCA		Chair	T-Vac Chair	\$261.00	
OCB		Chair	Key West Chair	\$373.00	
OCH		Chair	Madrid Chair	\$623.00	
OCMESP		Chair	Meeting Chair	\$261.00	
OCMTAU		Chair	Meeting Chair	\$198.00	
OTO		Chair	Perth High Back Chair	\$336.00	
PROEXE		Chair	Pro Executive High Back Chair	\$348.00	
RSTDIN		Chair	Rustique Chair w/ arms	\$136.00	
SC1		Chair	New York Chair	\$181.00	
SC10		Chair	Razor Armless Chair	\$56.00	
SC3		Chair	Brewer Chair	\$163.00	
SC4		Chair	Jetson Chair	\$181.00	
SC8		Chair	Flex Chair w/ Wheels	\$161.00	
SC9		Chair	Panton Chair	\$186.00	
SCC		Chair	Fusion Chair	\$131.00	
SCD		Chair	Fusion Chair	\$131.00	
SCE		Chair	Fusion Chair	\$131.00	
SCF		Chair	Fusion Chair	\$131.00	
SWAN		Chair	Swanson Swivel Chair	\$336.00	
SY1		Chair	Altura Steno Chair	\$186.00	
TANCHR		Chair	Tangiers Chair	\$404.00	
XC1		Chair	Luxor High Back Executive	\$377.00	
XC2		Chair	Luxor Mid Back Executive	\$354.00	
XC3		Chair	Luxor Guest Chair	\$326.00	
XC4		Chair	Altura Highback Executive	\$347.00	
XC5		Chair	Altura Midback Executive	\$319.00	
XC6		Chair	Altura Guest Chair	\$289.00	
XCHR		Chair	Christopher Chair	\$98.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BC6		Office	Bookcase	\$361.00	
BC7		Office	Bookcase	\$323.00	
CR6		Office	Credenza	\$523.00	
CR7		Office	Credenza	\$498.00	
JD6		Office	Executive Desk	\$523.00	
JD7		Office	Executive Desk	\$511.00	
L26		Office	Lateral File	\$410.00	
L27		Office	Lateral File	\$398.00	
VF2		Office	Vertical File, 2 Drawer	\$175.00	
VF4		Office	Vertical File, 4 Drawer	\$238.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
ET1		Product Display	Etagere	\$323.00	
ET2		Product Display	Etagere	\$323.00	
PDL		Product Display	Locking Pedestal	\$448.00	
PDL30PB		Product Display	Powered Locking Pedestal, 30"	\$448.00	
PDL30PW		Product Display	Powered Locking Pedestal, 30"	\$448.00	
PDL42PB		Product Display	Powered Locking Pedestal, 42"	\$536.00	
PDL42PW		Product Display	Powered Locking Pedestal, 42"	\$536.00	
PM836		Product Display	Plastic Pedestal, 36"	\$373.00	
PMB42		Product Display	Plastic Pedestal, 42"	\$436.00	
TBBCHR		Product Display	Brochure Holder	\$61.00	
TBPNTR		Product Display	Wireless Printer Holder	\$61.00	
TBSHLF		Product Display	Charging Shelf	\$61.00	
TBSTDW		Product Display	Mobile Tablet Stand	\$261.00	
TBSTND		Product Display	Mobile Tablet Stand	\$261.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
30MHSB		Table	30" Round Bar Table w/ Standard Black Base	\$271.00	
30MHSC		Table	30" Round Café Table w/ Standard Black Base	\$260.00	
CB1		Table	42" Round Table	\$361.00	
CB2		Table	6' Conference Table	\$444.00	
CB3		Table	8' Conference Table	\$524.00	
CC5		Table	42" Round Table	\$361.00	
CC6		Table	6' Table	\$444.00	
CC7		Table	8' Table	\$524.00	
CC8		Table	10' Table	\$786.00	
CD2		Table	6' Conference Table	\$444.00	
CD3		Table	8' Conference Table	\$524.00	

CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BCE		Barstool	Ice Barstool	\$248.00	
BS001		Barstool	Shark Barstool	\$298.00	
BS002		Barstool	Zoey Barstool	\$273.00	
BS003		Barstool	Zoey Barstool	\$273.00	
BSC		Barstool	Oslo Barstool	\$245.00	
BSD		Barstool	Oslo Barstool	\$245.00	
BSL		Barstool	Gin Barstool	\$186.00	
BSN		Barstool	Jetson Barstool	\$248.00	
BSS		Barstool	Banana Barstool	\$234.00	
BST		Barstool	Banana Barstool	\$234.00	
ROLLBL		Barstool	Lift Barstool	\$198.00	
ROLLGY		Barstool	Lift Barstool	\$198.00	
ROLLRD		Barstool	Lift Barstool	\$198.00	
ROLLWH		Barstool	Lift Barstool	\$198.00	
RSTSTL		Barstool	Rustique Barstool	\$123.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
HEA08		Soft Seating	Heathrow Sofa	\$623.00	
HS008		Soft Seating	Heathrow Sectional	\$1,636.00	
LSM		Soft Seating	Key West Loveseat	\$461.00	
NPLLOV		Soft Seating	Naples Loveseat	\$661.00	
NPLSOF		Soft Seating	Naples Sofa	\$786.00	
SFA001		Soft Seating	Mirabel Sofa	\$692.00	
SFA002		Soft Seating	Allegro Sofa	\$656.00	
SFA003		Soft Seating	Roma Sofa	\$748.00	
SO1		Soft Seating	South Beach Sofa	\$623.00	
SO2		Soft Seating	South Beach Sectional	\$1,497.00	
SOM		Soft Seating	Key West Sofa	\$529.00	
TANSOF		Soft Seating	Tangiers Sofa	\$623.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BNO08		Ottoman	Bench Ottoman	\$386.00	
BNO75		Ottoman	Bench Ottoman	\$386.00	
CCB		Ottoman	Circle Ottoman	\$598.00	
CCW		Ottoman	Circle Ottoman	\$598.00	
CCZ		Ottoman	Circle Ottoman	\$598.00	
CUBL20		Ottoman	Edge LED Cube Ottoman	\$185.00	
END02B		Ottoman	Endless Square Ottoman	\$336.00	
END02W		Ottoman	Endless Square Ottoman	\$336.00	
OSC		Ottoman	Milano Cube Ottoman	\$118.00	
OTH		Ottoman	Milano Cube Ottoman	\$118.00	
OTK		Ottoman	Half Round Ottoman	\$348.00	
OTL		Ottoman	Half Round	\$348.00	
OTS		Ottoman	South Beach Wedge	\$298.00	
PUZZSW		Ottoman	Puzzle Bench Ottoman	\$248.00	
SAL		Ottoman	Sally Stool/Ottoman	\$86.00	
VIB01		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB02		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB03		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB04		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB05		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB06		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB07		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB08		Ottoman	Vibe Cube Ottoman	\$131.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
LA14		Accessory	Mason Table Lamp	\$123.00	
LA15		Accessory	Mason Floor Lamp	\$206.00	
R1Q		Accessory	Refrigerator, Small	\$286.00	
R1R		Accessory	Refrigerator, Large	\$814.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BR1		Bar	Martini Bar	\$1,263.00	
BRC		Bar	Martini Bar Circle	\$3,638.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
30MHTB		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
30MHTC		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
AURA		Table	Aura Round Table	\$136.00	
C1C		Table	Geo Cocktail Table	\$236.00	
C1D		Table	Soho Cocktail Table	\$373.00	
C1E		Table	Silverado Cocktail Table	\$261.00	
C1F		Table	Geo Cocktail Table	\$236.00	
C1K		Table	Inspiration Cocktail Table	\$290.00	
C1W		Table	Sydney Cocktail Table	\$265.00	
C1Y		Table	Sydney Cocktail Table	\$265.00	
C508GR		Table	8' Table	\$524.00	
G30DMW		Table	G30 Communal Cafe Table w/ Grommet Holes	\$498.00	
G30DWS		Table	G30 Communal Café Table	\$498.00	
G30DWW		Table	G30 Communal Cafe Table w/ Grommet Holes	\$498.00	
NEM5AC		Table	Mosaic Tables	\$273.00	
OCT6W		Table	Nova Oval Table	\$498.00	
TMBTBL		Table	Timber Table	\$161.00	
VTB		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
VTC		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
VTG		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
VTJ		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	

# Specialty Furniture Order Form

CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL	CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
CDYTB		Table	Candy Table	\$198.00		VTK		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
CE1		Table	Geo Table, Rounded Square	\$298.00		VTN		Table	36" Round Bar Table w/ Standard Black Base	\$248.00	
CE2		Table	Geo Table, Rectangle	\$423.00		VTP		Table	36" Round Bar Table w/ Standard Black Base	\$248.00	
CF1		Table	Geo Table, Rounded Square	\$298.00		VTW		Table	36" Round Bar Table w/ Standard Black Base	\$248.00	
CF2		Table	Geo Table, Rectangle	\$423.00		WD3		Table	Work Table	\$311.00	
CG1		Table	Manhattan Table	\$311.00		WTB		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
COLI		Table	Oliver Cocktail Table	\$198.00		WTC		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
CONF42		Table	42" Round Table	\$361.00		WTJ		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
CONFMER		Table	Merlin Multi Use Table	\$323.00		WTK		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
CT06GR		Table	6' Table	\$444.00		WTN		Table	36" Round Bar Table w/ Tulip Chrome Base	\$373.00	
CT10GR		Table	10' Table	\$786.00		WTP		Table	36" Round Bar Table w/ Tulip Chrome Base	\$373.00	
CUBTBL		Table	Edge LED Cube Table	\$186.00		WTS		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
E1C		Table	Geo End Table	\$231.00		WTW		Table	36" Round Bar Table w/ Tulip Chrome Base	\$411.00	
E1D		Table	Soho End Table	\$336.00		XTB		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1E		Table	Silverado End Table	\$248.00		XTC		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1F		Table	Geo End Table	\$231.00		XTJ		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1K		Table	Inspiration End Table	\$273.00		XTK		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1W		Table	Sydney End Table	\$238.00		XTN		Table	36" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1Y		Table	Sydney End Table	\$238.00		XTP		Table	36" Round Café Table w/ Tulip Chrome Base	\$356.00	
EOLI		Table	Oliver End Table	\$200.00		XTR		Table	36" Round Café Table w/ Tulip Chrome Base	\$336.00	
ETBL		Table	E Table	\$167.00		XTS		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
G30BMS		Table	G30 Communal Bar Table	\$623.00		ZTB		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30BMW		Table	G30 Communal Bar Table w/ Grommet Holes	\$623.00		ZTC		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30BWS		Table	G30 Communal Bar Table	\$623.00		ZTG		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30BWW		Table	G30 Communal Bar Table w/ Grommet Holes	\$623.00		ZTJ		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30CMS		Table	G30 Communal Cocktail Table	\$348.00		ZTK		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30CMW		Table	G30 Communal Cocktail Table w/ Grommet Holes	\$348.00		ZTN		Table	36" Round Café Table w/ Standard Black Base	\$230.00	
G30CWS		Table	G30 Communal Cocktail Table	\$348.00		ZTP		Table	36" Round Café Table w/ Standard Black Base	\$230.00	
G30CWW		Table	G30 Communal Cocktail Table w/ Grommet Holes	\$348.00		ZTQ		Table	36" Round Café Table w/ Standard Black Base	\$267.00	
G30DMS		Table	G30 Communal Café Table	\$498.00							

NAME OF CONVENTION:			BOOTH #			<b>Order Total:</b> _____ <b>Late Fee (25%):</b> _____ Within 14 days of move in <b>State Tax (0.00%):</b> _____ <b>Total Due:</b> _____
FIRM NAME:			PHONE #			
			FAX#			
ADDRESS:		CITY:	STATE:		ZIP:	
BY:		EMAIL:				
(SIGNATURE)						DATE:
NAME:						(PLEASE PRINT)

Please Fax or Email This Form Promptly To The Address Below-Retain One Copy For Your File

# HERITAGE

## EXPOSITION SERVICES

**620 Shenandoah Ave. • St. Louis, MO 63104**  
**Phone 314/534-8500 • Fax 314/533-0906**

exhibitorservices@heritageexpo.com



Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104



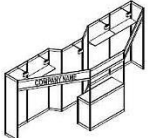
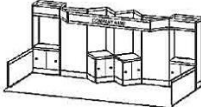


Phone 314/534-8500 • Fax 314/533-0906

## MODULAR RENTAL DISPLAY ORDER FORM

**Cancellation:** No refunds if cancelled after the deadline.

**Late Request:** Request after deadline will be filled as available at the standard rate.

### Choose Your Exhibit – Check One

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$2,096.75</td><td>\$2,725.75</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$2,096.75	\$2,725.75	<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,801.25</td><td>\$6,241.60</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,801.25	\$6,241.60
ADVANCED RATE	STANDARD RATE										
\$2,096.75	\$2,725.75										
ADVANCED RATE	STANDARD RATE										
\$4,801.25	\$6,241.60										
<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,165.90</td><td>\$6,715.65</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,165.90	\$6,715.65	<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,621.70</td><td>\$7,308.25</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,621.70	\$7,308.25
ADVANCED RATE	STANDARD RATE										
\$5,165.90	\$6,715.65										
ADVANCED RATE	STANDARD RATE										
\$5,621.70	\$7,308.25										
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$9,268.25</td><td>\$12,048.70</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$9,268.25	\$12,048.70	<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$10,021.95</td><td>\$13,036.30</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$10,021.95	\$13,036.30
ADVANCED RATE	STANDARD RATE										
\$9,268.25	\$12,048.70										
ADVANCED RATE	STANDARD RATE										
\$10,021.95	\$13,036.30										
<b>Circle your carpet color:</b> Black    Blue    Gray		<b>Choose Your Panels</b> Standard and Optional Panel Choices <table border="1"><tr><td><input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro - Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify</td><td><b>Advanced Rates:</b> Included Included \$70.00 ea.</td><td><b>Advanced Rates:</b> Included Included \$91.00 ea.</td></tr></table>		<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro - Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro - Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.									

### Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.

Check which color lettering you would like ☐ Black ☐ Blue ☐ Red

☐ Please indicate here if you would like us to assist you with logo identification or other customized graphics.

• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service

☐ Yes, I have completed and enclosed the Payment Form Sub. Total \_\_\_\_\_

6% Tax \_\_\_\_\_

TOTAL ORDER \_\_\_\_\_

NAME OF CONVENTION DOE ARPA-e 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

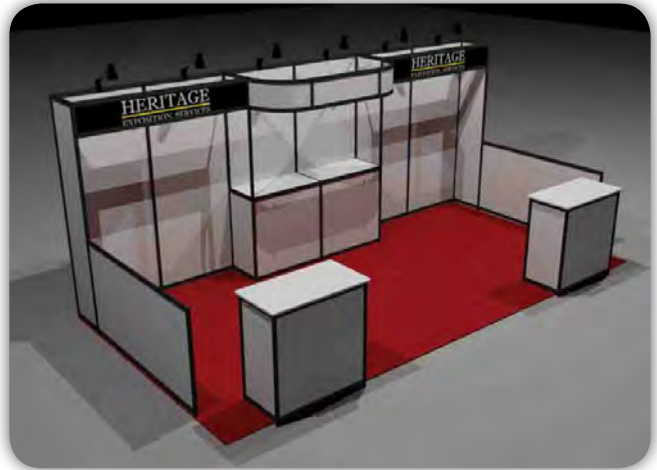
(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

# Modular Displays



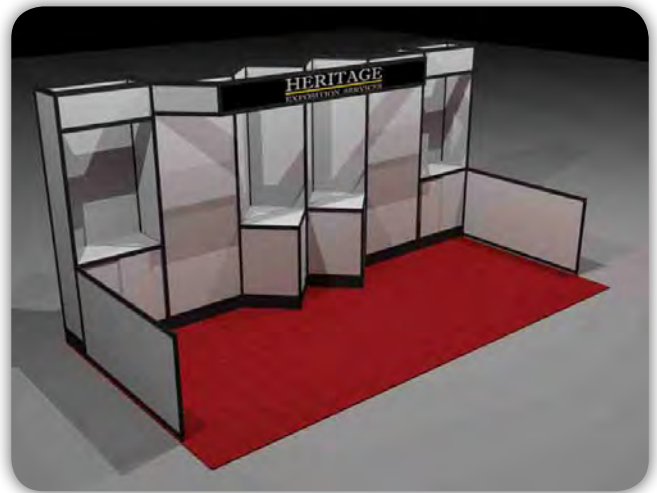
MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:

**HERITAGE****EXPOSITION SERVICES**

Phone 314/534-8500 • Fax 314/533-0906

**SHIPPING INSTRUCTIONS  
MATERIAL HANDLING INFORMATION**

*Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.*

**A. SHIPMENTS TO WAREHOUSE**

Heritage Exposition Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME  
HERITAGE EXPOSITION SERVICES  
C/O UPS FREIGHT  
2400 BEAVER RD.  
LANDOVER, MD 20785  
FOR: DOE ARPA-e 2015

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

**\*\*DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY\*\***

**RATES FOR SHIPMENTS TO WAREHOUSE****Deadline Date: Monday, February 2, 2015 To Avoid Late Fees**

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 140.75	\$ 281.50
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 168.90	\$ 337.80
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 175.94	\$ 351.88
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 204.09	\$ 408.18

**B. SHIPMENTS TO SHOW SITE**

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME  
C/O HERITAGE EXPOSITION SERVICES  
GAYLORD NATIONAL RESORT & CONVENTION CENTER  
201 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745  
FOR: DOE ARPA-e 2015

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

**RATES FOR SHIPMENTS TO SHOWSITE**

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 156.50	\$ 313.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 187.80	\$ 375.60
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 219.10	\$ 438.20

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

**ESTIMATED COSTS. \* (Round to next highest whole number)**

Estimated Weight in lbs. \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ \* x Rate \_\_\_\_\_ = \_\_\_\_\_ Total

CONTINUED ON NEXT PAGE

## D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

## E. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

## F. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 89.85 per hr.	\$ 134.78 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 213.75 per hr.	\$ 320.63 per hr. (One Hour Minimum)

## G. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

## H. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

## I. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of 30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: 300.00.

## J. LIMITS OF LIABILITY AND RESPONSIBILITY

- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition Services' maximum liability shall be limited to \$ .30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- Heritage Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

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## AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION **DOE APRA-e 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

MH-H

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

### Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Exposition Services, Inc..

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN  
TAKEN TO STORAGE**

### ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

**Accessible Storage Rate:** \$100.00 base charge, plus labor charges per delivery (one hour minimum)

#### Labor Rates:

Straight Time: (one hour minimum per man).....\$89.85

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$134.78

**YES, I wish to reserve space for accessible storage, I plan on storing \_\_\_\_\_ pallets/boxes/crates/cases**  
(# of pieces) (circle one)

#### Deliveries

To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

(Please Print)

NAME OF CONVENTION DOE ARPA-e 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.



# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## Vehicle Spotting Form

**All orders MUST have a credit card authorization form on file.**

---

# VEHICLE SPOTTING FEE

### Direct Deliveries Only

Heritage Exposition Services will provide labor to direct mobile motorized vehicles and transports to and from booth areas. Exhibitors must check in at the Heritage Service Desk.

### Advance Rate

\$95.00 per piece / per trip

### Floor Rate

\$125.00 per piece / per trip

Total # of pieces \_\_\_\_\_

Estimated Time of Arrival \_\_\_\_\_

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**To receive the above service, the following must be completed and forwarded to Heritage Exposition Services along with the Credit Card Authorization/ Payment Policies Form.**

**Arrival Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Dimension of Largest Piece:** L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_

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NAME OF CONVENTION **DOE ARPA-e 2015** \_\_\_\_\_ BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

(Please Print)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files**

CC-REC

**HERITAGE**

Exposition Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
C/O UPS FREIGHT  
2400 BEAVER RD.  
LANDOVER, MD 20785

FOR: DOE ARPA-e 2015

**HERITAGE**

Exposition Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
C/O UPS FREIGHT  
2400 BEAVER RD.  
LANDOVER, MD 20785

FOR: DOE ARPA-e 2015

**HERITAGE**

Exposition Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
C/O UPS FREIGHT  
2400 BEAVER RD.  
LANDOVER, MD 20785

FOR: DOE ARPA-e 2015

**HERITAGE**

Exposition Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
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BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
C/O UPS FREIGHT  
2400 BEAVER RD.  
LANDOVER, MD 20785

FOR: DOE ARPA-e 2015

# HERITAGE

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## EXPOSITION SERVICES

### **IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS**

Please be aware that the Gaylord National Resort & Convention Center does NOT receive exhibitor freight, literature or supplies through the resort package room. The venue's package room is too small to handle Exhibit Materials and the resort's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 1:00 p.m., Monday, February 9<sup>th</sup>, 2015. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

**EXHIBITOR COMPANY NAME** \_\_\_\_\_

**BOOTH NUMBER** \_\_\_\_\_

**C/O HERITAGE EXPOSITION SERVICES  
GAYLORD NATIONAL RESORT & CONVENTION CENTER  
201 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745**

**FOR: DOE ARPA-e 2015**

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.  
HERITAGE EXPOSITION SERVICES**

**HERITAGE**  
Exposition Services

**DO NOT DELAY  
DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
MONDAY, FEBRUARY 9, 2015**

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE EXPOSITION SERVICES  
GAYLORD NATIONAL RESORT &  
CONVENTION CENTER  
201 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745  
FOR: DOE ARPA-e 2015

**HERITAGE**  
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BOOTH NUMBER: \_\_\_\_\_

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FOR: DOE ARPA-e 2015

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CONVENTION CENTER  
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FOR: DOE ARPA-e 2015

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BOOTH NUMBER: \_\_\_\_\_

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CONVENTION CENTER  
201 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745  
FOR: DOE ARPA-e 2015



## HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

### Inbound Shipment Solutions

- Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.
- Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.
- Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

- **Competitive round trip/one way pricing. "Priority Empty" return treatment of exhibit empties. LTL, air & expedited services.**

- **Continuous tracking & monitoring of inbound and outbound shipment progress.**

- **Single source invoicing.**

- **Call 1-866-493-1675**



### Outbound Shipment Solutions

- All HES Logistics freight is given "Priority Empty" service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.
- HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.
- Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.
- Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.



# Exhibit Transportation Order/Estimate Form



SHOW NAME: \_\_\_\_\_

SHOW LOCATION: \_\_\_\_\_

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS ☐

## **PICK UP INFORMATION**

COMPANY NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ SUITE/FL. NO. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PICK UP DATE \_\_\_\_\_ OFFICE HOURS \_\_\_\_\_

DOCK ACCESS ☐ YES ☐ NO

RESIDENTIAL ☐ YES ☐ NO

NO. OF PIECES	DESCRIPTION	DIMENSIONS	GROSS WEIGHT
---------------	-------------	------------	--------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): ☐ YES ☐ NO Declared Value: \_\_\_\_\_

## **CONTACT INFORMATION**

CONTACT NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**PLEASE FAX OR EMAIL TO:**

PHONE: 1-708-361-3722 [exhibitfreight@heslogistics.com](mailto:exhibitfreight@heslogistics.com) Fax: 1-708-361-3866

COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown, marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

From YOUR COMPANY NAME ▶		BOOTH NUMBER		
AT FACILITY ▶ /CITY ▶ /STATE ▶		CONVENTION		
CONSIGNEE TO CO. NAME ▶		DATE TRAILER NO.		
STREET ▶		SHIPPERS NUMBER		
CITY/STATE/ZIP CODE ▶		FREIGHT CHARGES ARE TO BE "MARK ONE"		
ATTENTION ▶ TELEPHONE ▶		PREPAID COLLECT		
Indicate desired method of shipment : <input type="checkbox"/> Common Carrier <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Lines <input type="checkbox"/> Company Truck <input type="checkbox"/> Overnite Carrier <input type="checkbox"/> Customer Pick up		CARRIER REQUESTED HES Logistics		
		CARRIER USED		
		Desired Arrival Date		
Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate	Check Column
	Crates Exhibition Paraphenalia (Item 154630-NMFC)			
	Cartons			
	Cases / Trunks			
	Skids			
	Carpets			
← TOTAL PIECES VALUE:		TOTAL WEIGHT →		
SEND FREIGHT CHARGES TO:		INSTRUCTIONS		
Company Name HES Logistics, Inc.		RETURN COMPLETE BILL OF LADING TO SERVICE DESK.		
Street 620 Shenandoah Ave.		HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.		
City, State St. Louis, MO 63104				
Attn: Telephone 1-866-493-1675				

IF CONSIGNED TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIGHT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIRECTLY WITH FREIGHT CARRIER

Day: Date: Time:

X

SIGNATURE OF SHIPPER

PRINT

X

SIGNATURE OF CARRIER OR AGENT

ORIGINAL

1

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

### **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

**Thank you and we hope you have a great show!**

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## **UNION JURISDICTION RULES**

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

### **DECORATOR & CARPENTER JURISDICTION**

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

### **TEAMSTER JURISDICTION**

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

### EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

**NOTE:** If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

### EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

### ADDRESS

\_\_\_\_\_

\_\_\_\_\_

### CONTACT PERSON

\_\_\_\_\_

### PHONE

\_\_\_\_\_

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

### THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ☐ ALL SERVICES  
☐ BOOTH CLEANING  
☐ I & D LABOR  
☐ MATERIAL HANDLING/IN & OUT  
☐ RENTAL FURNITURE & CARPET  
☐ SIGNS  
☐ OTHER (Please specify)

### THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ VERIFICATION CODE \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

**Exhibitor Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please Print)

NAME OF CONVENTION **DOE ARPA-e 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PP/TPA

Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## EXHIBIT LABOR ORDER FORM

**DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS**

**The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.**

### RATES:

**STRAIGHT TIME** (One hour minimum per man) ..... **\$89.85 PER HOUR**

8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME** (One hour minimum per man) ..... **\$134.78 PER HOUR**

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

### INSTALLATION

☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_

Please complete the reverse side of this form

☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have \_\_\_\_\_ (No.) of men available as close as possible to \_\_\_\_\_ (A.M.-P.M.) on \_\_\_\_\_ (Day) \_\_\_\_\_ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men \_\_\_\_\_ Estimated hrs each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ = \_\_\_\_\_

### DISMANTLE

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_

Please complete the reverse side of this form

☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have \_\_\_\_\_ (No.) of men available as close as possible to \_\_\_\_\_ (A.M.-P.M.) on \_\_\_\_\_ (Day) \_\_\_\_\_ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men \_\_\_\_\_ Estimated hrs each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ = \_\_\_\_\_

**ESTIMATED TOTAL** \_\_\_\_\_

NAME OF CONVENTION DOE ARPA-e 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**Mail This Form Promptly To The Address Above-Retain One Copy For Your File  
(CONTINUED ON NEXT PAGE)**

424099.HIS



COMPANY NAME \_\_\_\_\_  
BOOTH # \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

### INBOUND SHIPPING INFORMATION

Carrier \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_  
Shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ From: City/State \_\_\_\_\_ Date \_\_\_\_\_  
Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify) \_\_\_\_\_

### SET-UP INFORMATION

Set up Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_  
Carpet: With Exhibit \_\_\_\_\_ Rented From Heritage \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
Special Tools/Hardware Required: \_\_\_\_\_  
\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)  
Carrier:(If Known) \_\_\_\_\_  
Freight Charges: ☐ Prepaid ☐ Bill To: \_\_\_\_\_  
☐ Collect \_\_\_\_\_  
\_\_\_\_\_

**Please note:** Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

### SPECIAL INSTRUCTIONS/COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE PROVIDE AN EMERGENCY CONTACT:

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.  
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

### CARPET CLEANING

☐ Vacuuming before initial opening of Exhibit and daily thereafter,  
including emptying of waste baskets nightly

### RATES

45¢ per sq. ft.  
per day

☐ Vacuuming ONCE before initial opening of Exhibit

45¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### EXHIBIT CLEANING

☐ Cleaning and dusting of display background and furnishings before  
initial opening of Exhibit and DAILY thereafter

55¢ per sq. ft.  
per day

☐ Cleaning and dusting of display background and furnishings ONCE  
before initial opening of exhibits

55¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### PORTER SERVICE

☐ Includes emptying of wastebaskets and policing of your exhibit at  
two-hour intervals during show hours (4 hour minimum per day)

\$50.65 per hour

TOTAL HOURS \_\_\_\_\_ X RATE PER HOUR \$ \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Special Instructions : \_\_\_\_\_

TOTAL ORDER AMOUNT \$ \_\_\_\_\_

NAME OF CONVENTION DOE ARPA-e 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

BCS-S

Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## SIGN SERVICE ORDER FORM

**Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.**

### STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$ ____	
7"X44" ____@	48.75	63.40 = \$ ____	
11"X14" ____@	48.75	63.40 = \$ ____	
14"X22" ____@	56.25	73.15 = \$ ____	
14"X44" ____@	66.75	86.80 = \$ ____	
22"X28" ____@	66.75	86.80 = \$ ____	
28"X44" ____@	90.00	117.00 = \$ ____	
40"X60" ____@	139.50	181.35 = \$ ____	
Easel			
Back ____@	7.50	9.75 = \$ ____	
Sentra ____x____@	16.50 sq.ft. 24.75 sq. ft =	\$ ____	

### DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_ L X \_\_\_\_ W = sq. ft.  
sq. ft. \_\_\_\_ x \$12.75 = \$ \_\_\_\_

- **\$12.75 per sq. ft. (standard price \$16.55)**
- **Minimum order 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges**

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's.

### INDICATE YOUR SIGN COPY HERE

\*Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Easel Back ☐  
Color of Background \_\_\_\_\_  
Color of Lettering \_\_\_\_\_

**Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.**

### SETUP/COMPUTER LABOR

**Straight Time - \$88.00 Overtime - \$156.00**  
**Double Time - \$176.00**

**6% TAX \_\_\_\_\_**  
**TOTAL \_\_\_\_\_**

(PLEASE PRINT)

NAME OF CONVENTION DOE ARPA-e 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.**

SS-H



## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

**Fax or Mail to:** Gaylord National Resort & Convention Center  
Attn: Exhibit Service Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-3710  
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Conference Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

## **GUIDELINES FOR ALL CARPETED AREAS**

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



**ELECTRICAL/UTILITY SERVICES**  
**FAX OR MAIL TO:** Gaylord National Resort & Convention Center  
 201 Waterfront St. National Harbor Md. 20745  
**Office:** 301-965-3710  
**Fax:** 301-965-3797  
**For Inquires:** [GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)

**APRA-E**

**Feb 9-11, 2015**

**EVENT NAME** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**BOOTH NUMBER** \_\_\_\_\_

**ADVANCE PRICE DEADLINE: JANUARY 24,2015**

VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	5	Single	\$125.00	\$160.00		\$
120	1,000	10	Single	\$150.00	\$200.00		\$
120	2,000	20	Single	\$200.00	\$225.00		\$
208	3,300	20	Single	\$300.00	\$350.00		\$
208	5,700	20	Three	\$400.00	\$475.00		\$
208	5,000	30	Single	\$410.00	\$490.00		\$
208	8,600	30	Three	\$550.00	\$655.00		\$
208	9,900	60	Single	\$700.00	\$840.00		\$
208	17,000	60	Three	\$1100.00	\$1300.00		\$
<b>24 hour service will be double the listed price</b>							
<b>100,200,400 amps are available. Please call for a quote 301-965-3710</b>							
<b>Special Order</b>							\$
<b>Compressed Air:</b> Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$300.00		\$
<b>Water:</b> Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. ( Not available in Ballrooms)					\$300.00		\$
<b>Drainage:</b> Available depending on booth location. A pump may be required at an additional cost. ( Not available in Ballrooms)					\$200.00		\$
One time fill and drain. Maximum of 50 gallons					\$300.00		\$
1 Outlet Extension-cord. RENTAL ONLY					\$25.00		\$
6 Outlet Multi-strip. RENTAL ONLY					\$15.00		\$
Transformer Rental					\$150.00		\$
Antenna/ Cable run Please call for quote 301-965-3710							\$

**CREDIT CARD IS THE ONLY FORM OF PAYMENT**

**Credit Card** ☐ Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club

<b>CARD #</b> _____	<b>EXP. DATE:</b> _____
<b>E MAIL ADDRESS:</b> _____ <b>PLEASE PRINT</b>	
<b>SIGNATURE:</b> _____	<b>PHONE #</b> _____

**PLEASE FAX FORM TO: 301-965-3797**

PLEASE DO NOT SEND A PHOTOCOPY OF THE FRONT OR  
 FOR SECURITY REASONS, WE CANNOT ACCEPT COMPLE

**MD. TAX FORM MUST ACCOMPANY THIS FORM TO CLAIM TAX EXEMPT**

Gaylord Confidential and Proprietary Information

### SCALED FLOOR PLANS

A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation,

### ELECTRICAL LABOR

Special power requirements such as overhead power, wiring of the booth, foreign connections etc. will be subject to time and materials. **There will be a 15% installation and removal assessment on all orders except for labor charges.** Labor and materials will be charged to the credit card on file.

### LABOR RATES

Mon.- Fri. 8:00 am - 5:00 pm \$90.00 hr  
 All other times \$160.00

### ELECTRICAL/ENGINEERING CONNECTIONS

The rate or service fee does not include overhead power, wiring of the booth, foreign connections or special requests. All electrical to be installed for in line booths will be to the back of the booth. All others will be from the ceiling or the floor which ever the most convenient manner is. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services

**NOTE: Labor and materials will be billed at the end of the show.**

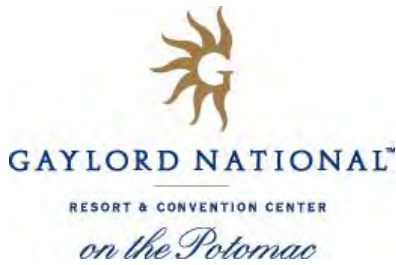
**Charges:** \$ \_\_\_\_\_  
**Installation and removal (15%)** \$ \_\_\_\_\_  
**Tax (6%)** \$ \_\_\_\_\_  
**SUB TOTAL:** \$ \_\_\_\_\_

**Labor (at show site)** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

RD.





## INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

**Fax or Mail to:** Gaylord National Resort & Convention Center  
Attn: Telecommunication Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-2506  
Fax: (301)-965-3797

### Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

#### GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in  $\frac{1}{2}$  hour increments (minimum charge is  $\frac{1}{2}$  hour). Labor rate is \$100.00/hour (advanced -- scheduled) and \$175.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

## NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are preformed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

**Wireless Specific (802.11a,b,g):** The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 301-965-2506 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



## NETWORK & TELECOMMUNICATION SERVICES

GAYLORD NATIONAL RESORT & CONVENTION CENTER

Information Technology Department

201 Waterfront St National Harbor Md. 20745

**Fax: 301.965.3797**

Email IT questions to: Aaron.Harley@Gaylordhotels.com

Event Name: ARPA-E Event Dates: FEB 9-11

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Ordering Instructions **ADVANCED PRICING DEADLINE IS JANUARY 24, 2015**

1. Fill out this form completely, including the Credit Card Authorization Form, and fax to the above number. Checks and cash are not accepted. All credit card payments should include a copy of the front and back of credit card.
2. **Fax a layout of your booth to Gaylord National Resort and Convention Center at 301-965-3797.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
3. All equipment and services are subject to a 6% sales tax.
4. **NETWORK & TELECOMMUNICATIONS CONNECTIONS** - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____

Please choose a User ID: \_\_\_\_\_

Please choose a Password: \_\_\_\_\_

#### **High-Speed Internet Access**

Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	\$250.00	\$300.00	_____
Static Public IP Address	_____	\$350.00	\$400.00	_____

#### **Dedicated Internet Access – Dedicated Private VLAN**

512k	_____	\$1,500.00	\$2,500.00	_____
1.5 Mb/sec	_____	\$6,500.00	\$7,500.00	_____
3.0 Mb/sec	_____	\$10,250.00	\$11,250.00	_____

#### **Telecommunication (Telephone) Services**

Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____

<b>Labor - Troubleshooting / Move / Change</b>	_____	\$100.00	\$150.00	_____
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**Credit Card** ☐ Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____

Charges:	\$ _____
Subtotal:	\$ _____
6% Tax:	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>

### **PLEASE FAX FORM TO: 301-965-3797**

PLEASE DO NOT SEND A PHOTOCOPY OF THE FRONT OR BACK OF YOUR CREDIT CARD.

FOR SECURITY REASONS, WE CANNOT ACCEPT COMPLETED FORMS VIA EMAIL.

**MD. TAX FORM MUST ACCOMPANY THIS FORM TO CLAIM TAX EXEMPT**



## BOOTH LAYOUT

**Fax or Mail to:** Gaylord National Resort & Convention Center

Attn: Exhibit Service Department

201 Waterfront Street National Harbor Md. 20745

Office: (301)-965-3710

Fax: (301)-965-3797

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # \_\_\_\_\_ **BACK**

**LEFT**

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle # \_\_\_\_\_

**RIGHT**

**FRONT**

Adjacent Booth or Aisle # \_\_\_\_\_

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.



Ph: 800.393.4300  
Fax: 407.905.2150  
[www.GoImage.com](http://www.GoImage.com)  
[orders@goimage.com](mailto:orders@goimage.com)

## arpa·e energy innovation summit

February 9–11, 2015  
Gaylord National Convention Center | Washington, D.C.

Exhibit Setup: February 8<sup>th</sup> 2015: 1:00 PM - 7:00 PM  
Exposition Dates: February 9<sup>th</sup>–10<sup>th</sup> 2015  
Venue: Gaylord National Hotel and Convention Center  
City, State: National Harbor, MD

**DISCOUNT PRICE  
DEADLINE DATE:  
January 23<sup>rd</sup>, 2015**

Your signature below denotes acceptance of all Terms & Conditions on this form.

### METHOD OF PAYMENT EXHIBITOR AUTHORIZATION

#### \_\_\_ COMPANY CHECK

Please make check payable to:  
Image Technical Services Inc.  
720 Crown Point Cross Road  
Winter Garden, FL 34787

#### \_\_\_ CREDIT CARD

We will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of orders placed on show site. Examples of additional charges include all services provided by Image Technical Services Inc., or any charges which Image Technical Services Inc. may be obligated to pay on your behalf, including, any shipping charges.

Please complete the information requested below:

\_\_\_ AMERICAN EXPRESS    \_\_\_ MASTERCARD    \_\_\_ VISA

#### PLEASE PRINT CLEARLY

ACCOUNT NO : \_\_\_\_\_ EXP. DATE : \_\_\_\_\_

CARDHOLDER NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

CARDHOLDER BILLING ADDRESS : \_\_\_\_\_

CITY/STATE/ZIP : \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME : \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITING COMPANY ADDRESS : \_\_\_\_\_

PRINT NAME : \_\_\_\_\_ SIGNATURE : \_\_\_\_\_

PHONE : ( ) \_\_\_\_\_ EXT : \_\_\_\_\_ FAX : ( ) \_\_\_\_\_ E-MAIL : \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_ CELL PHONE: ( ) \_\_\_\_\_ REQUESTED DELIVERY WINDOW: ☐ 9AM-12PM ☐ 1PM -4PM

### THIRD PARTY AUTHORIZATION

**FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR:** We understand and agree that we, the exhibiting firm, are responsible for payment of charges and agree to be bound by all terms and conditions as described on this form. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

#### PLEASE PRINT CLEARLY

EXHIBITOR NAME: \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

#### THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ EXT: \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ REQUESTED DELIVERY WINDOW: ☐ 9 AM -12PM ☐ 1PM - 4PM

## AUDIO & VIDEO EQUIPMENT

Description	Qty.	Advance Order Show Rate	After Deadline Rate	Total
<b>LCD PRESENTATION MONITORS</b>				
22" LCD Flat Screen Multi-Sync Monitor (WUXGA, computer input only)		\$225.00	\$300.00	\$
26" LCD Flat Screen Multi-Sync Monitor (WXGA) , computer input only)		\$450.00	\$600.00	\$
32" LCD Flat Screen Multi-Sync Monitor (WXGA , 16:9, built-in speakers)		\$600.00	\$800.00	\$
42" LCD Flat Screen Multi-Sync Monitor (WXGA , 16:9, built-in speakers)		\$750.00	\$1,000.00	\$
<b>NOTE: Floor Stands, Speakers, and Wall Mounts charged additional</b>				
<b>PLASMA PRESENTATION MONITORS</b>				
43" Plasma Multi-Sync Monitor (WXGA)(16:9)		\$750.00	\$1,000.00	\$
50" Plasma Multi-Sync Monitor (WXGA)(16:9)		\$1,200.00	\$1,600.00	\$
61" Plasma Multi-Sync Monitor (WXGA)(16:9)		\$1,575.00	\$1,800.00	\$
<b>NOTE: Floor Stands, Speakers, and Wall Mounts charged additional</b>				
<b>LCD PROJECTORS</b>				
XGA LCD Ultra-Portable Projector - 4500 Lumens		\$450.00	\$600.00	\$
5' – 8' Front Projection Tripod Screen		\$45.00	\$60.00	\$
<b>VIDEO PLAYERS</b>				
DVD Player w/Auto Repeat		\$65.00	\$85.00	\$
<b>VIDEO ACCESSORIES</b>				
LCD Monitor (20") Floor Stand		\$100.00	\$150.00	\$
Plasma or LCD Monitor (26" & above) Floor Stand - Dual Post		\$175.00	\$250.00	\$
Speakers for LCD/Plasma Monitors		\$75.00	\$100.00	\$
54" Rolling Monitor Cart w/Black Skirt		\$50.00	\$75.00	\$
Video Distribution Amp		\$50.00	\$75.00	\$
Wall Mounts for Monitors (An additional labor charge may apply)		\$75.00	\$125.00	\$
<b>AUDIO EQUIPMENT</b>				
Powered Speaker w/ Stand		\$75.00	\$100.00	\$
Small Exhibit Sound System (2 small speakers, 1 mixer/amp)		\$225.00	\$300.00	\$
Large Exhibit Sound System (2 large speakers, 1 mixer/amp)		\$450.00	\$600.00	\$
Wired Microphone (Handheld)		\$50.00	\$75.00	\$
Wireless Microphone (Lavalier, Handheld or Headset)		\$150.00	\$200.00	\$
<b>SPECIALTY EQUIPMENT</b>				
Please call us at 1.800.393.4300 to inquire about specialty equipment and services not listed				

**AUDIOVISUAL & COMPUTER order form**



NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ REQUESTED DELIVERY WINDOW: ☐ 9 -12 ☐ 1 - 4

## COMPUTER EQUIPMENT

Description	Qty.	Advance Order Show Rate	After Deadline Rate	Total
<b>PERSONAL COMPUTERS</b>				
Laptop Computer (7 or XP, 4G RAM, DVD/CDR, 14" - 15" Screen)		\$270.00	\$360.00	\$
Apple MacBook Laptop Computer		\$450.00	\$550.00	\$
<b>PRINTERS</b>				
HP Laser Jet 1200 Series Printer		\$250.00	\$350.00	\$
HP Laser Jet 4200/4300 Series Printer		\$400.00	\$500.00	\$
<b>COMPUTER ACCESSORIES</b>				
8 Port Ethernet Hub		\$50.00	\$75.00	\$
PC Speakers - System		\$50.00	\$75.00	\$
Keyboard & Mouse		\$30.00	\$40.00	\$
<b>SPECIALTY EQUIPMENT</b>				
Please call us at 1.800.393.4300 to inquire about specialty equipment and services not listed				

## YOUR ORDER TOTAL

Equipment Subtotal ..... \$ \_\_\_\_\_

Handling Charge (includes delivery, set up, and dismantle) is 20% of equipment subtotal for orders \$3500 and under (\$75.00 minimum.)

\$ \_\_\_\_\_

- Handling charge for orders exceeding \$3500 will be calculated based on actual time. Please contact Image for a labor quote.
- Union facilities may incur additional charges and will be quoted on an order by order basis.

6.5% Sales Tax

\$ \_\_\_\_\_

**TOTAL CHARGES** ..... \$ \_\_\_\_\_

**NOTE: FULL PAYMENT IS DUE AT THE TIME SERVICES ARE ORDERED.  
PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

**AUDIOVISUAL & COMPUTER order form**

## SPECIAL NEEDS

Please write any special needs in this space.

## QUICK TIPS

- Equipment rates are for run of show. Single day rentals are not applicable.
- Due to show demand, requested delivery times cannot be guaranteed.
- A representative must be in your booth to sign for delivery of the equipment. If someone is not available to receive equipment at or near requested delivery time we cannot guarantee specific time of re-delivery.
- All payments must be made in advance in U.S. dollars.
- Electrical, drayage and other services are not included in equipment pricing.
- For equipment not listed or for assistance in completing your order, please call 407.905.2100.
- Items ordered after the discount deadline are subject to availability and applicable freight charges.
- Cancellation of equipment rental and services must be received by the discount deadline date to avoid a cancellation fee of 50% of the total order. No refunds can be issued if equipment or services are cancelled within 48 hours of delivery.
- Fax AV order to 407.905.2150
- For technical assistance, please contact us at 800.393.4300.
- For billing assistance, please contact Barbra at 800.393.4300.



Ph: 800.393.4300 – Fax: 407.905.2150

[www.GoImage.com](http://www.GoImage.com)  
[orders@goimage.com](mailto:orders@goimage.com)

**DISCOUNT PRICE**  
**DEADLINE DATE:**  
**January 23<sup>rd</sup>, 2015**

## TERMS & CONDITIONS

Show Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Booth #: \_\_\_\_\_

**NOTE: ALL PAYMENT IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

### RENTAL AGREEMENT

All equipment rentals are based on Show Rates and apply to show days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting IMAGE TECHNICAL SERVICES INC. equipment is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to property. All rental equipment must be returned to IMAGE TECHNICAL SERVICES INC. in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify IMAGE TECHNICAL SERVICES INC. of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of IMAGE TECHNICAL SERVICES INC. in each instance.

### CANCELLATION

Cancellation of equipment rental and services must be received by the discount deadline date to avoid a cancellation fee of 50% of the total order. No refunds can be issued if equipment or services are cancelled within 48 hours of delivery.

### PAYMENT TERMS

Full payment is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment and after the deadline date will incur additional after deadline charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of IMAGE TECHNICAL SERVICES INC. except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise IMAGE TECHNICAL SERVICES INC. personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, IMAGE TECHNICAL SERVICES INC. requires you to forward an exemption certificate for

the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, IMAGE TECHNICAL SERVICES INC. requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF FLORIDA. In the event of any dispute between the EXHIBITOR and IMAGE TECHNICAL SERVICES INC. relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to IMAGE TECHNICAL SERVICES INC. for its services, as an offset against the amount of any alleged loss or damage. Any claims against IMAGE TECHNICAL SERVICES INC shall be considered a separate transaction, and shall be resolved on its own merits. IMAGE TECHNICAL SERVICES INC. reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that IMAGE TECHNICAL SERVICES INC. may be obligated to pay on behalf of EXHIBITOR, including any shipping charges.

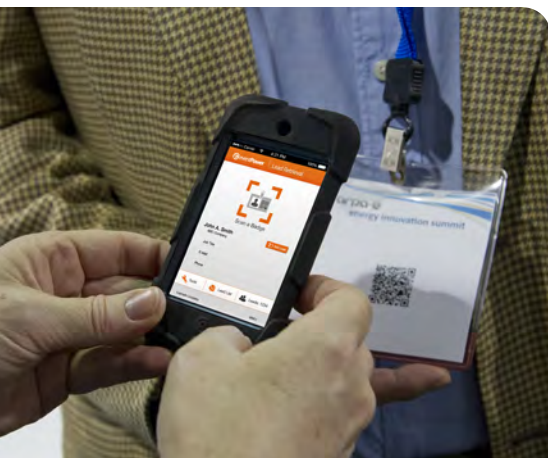
### UNPAID BALANCES

Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in ORLANDO, FLORIDA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by IMAGE TECHNICAL SERVICES INC. shall be either applied to reduce the principal unpaid balance or refunded to the payer.



# EXHIBITOR LEAD RETRIEVAL

Capture leads quickly and easily



"This device is great, I wish we've been using it for the past years. We will definitely be using it for all our future events."

—Advanced Aesthetics Surgery and Laser Center

## FEATURES & BENEFITS

- **Simple interface** - No training required
- **Handheld device** – Ruggedized iPod hardware provides a familiar and easy-to-use system
- **Battery powered** – Stays charged for 3-4 days, no electrical requirements
- **Mobile** – Ability to use system outside your booth at networking events
- **Download leads** – Utilize an online portal to download leads after synchronizing the data
- **Efficient follow-up** – Ability to add notes
- **Continuous scan mode** – Repetitive scanning without touching the screen
- **Raffle feature** – Randomly select a scanned lead with a push of a button
- **Multiple devices** - With multiple devices, scanned leads are provided in one merged Excel document as well as in separate Excel documents from each device
- **Data** - Leads include attendee contact information that was captured during the registration process
- **Pick-up** - Lead retrieval pick up located on site in the exhibitor service area

## PRICE

- \$300 first unit
- \$200 each additional unit

## TWO OPTIONS TO RESERVE TODAY

**Option 1:** Visit [www.eventPower.com/Leads/15AE](http://www.eventPower.com/Leads/15AE). Be prepared to provide the contracting company name and booth number.

**Option 2:** Call customer service.

## CUSTOMER SERVICE

Chalette Michelle Davis, Sales Coordinator/Exhibit Hall Manager  
703-740-1944 | [CDavis@eventPower.com](mailto:CDavis@eventPower.com)

## Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

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19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and main doors in air walls, etc.